

Lancaster Senior Citizen Center

Computer Tip No. 1

Defrag and Scan Disk

Running the Defrag and Scan Disk programs

When running the Defrag and Scandisk programs, all running programs should be closed. If not, it may take many hours to run and possibly not at all. Every time Defrag hits a program that is running, it will stop and begin all over.

Pressing **CTRL+ALT+DEL** can be used to close some of the programs running, but because there are more programs running that are not shown in the dialog box, the best way to close all programs is as follows.

START => RUN.... In the Run Box, type in the following **MSCONFIG**, then click on OK

When the System Configuration Utility dialog box comes up,

Click on **SELECTIVE STARTUP**, and then uncheck the **LOAD STARTUP ITEMS**

Click on **APPLY** and **OK**

(If you want to see what is starting up, click on the **START UP** tab)

Now restart your computer

Now run the Defrag program. It will be done in a shorter period of time.

To Defrag

START=>All PROGRAMS=>ACCESSORIES=>SYSTEM TOOLS =>DEFRAG

It may say "you don't need to defrag now, only 4% fragmented", do it anyway, 4% of a 10 gig hard drive (about 285 floppies) is a lot of hard disk space.

When the box comes up click **START**

You will see the computer organizing the hard drive.

When the defrag is complete, Go back to the **System Configuration Utility**

Click the **NORMAL START UP**

Click on **APPLY** and **OK**, and restart the computer. . Everything will be back to normal

Scandisk will automatically run when Defrag is selected.